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**U.S. DEPARTMENT OF COMMERCE  
MANUAL OF SECURITY  
POLICIES AND PROCEDURES**

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## **Chapter 6 - Incident Reporting**

### **601 Incident Reporting System**

An incident reporting system is an essential element of any security program. The timely reporting of thefts, losses, or damage of property increases the possibility of recovering the property, minimizing damage, and apprehending the perpetrator. Security contacts shall submit a completed Security Incident Report, Form BC-1206, of all incidents to their servicing security officer within three working days of the date of the incident. Incidents involving the tampering with, or unauthorized disclosure of, classified information shall be reported by the procedures outlined in Chapter 25, Security Compromises, Violations, and Sanctions. Incidents involving the unauthorized disclosure of sensitive information shall be reported by the procedures outlined in Chapter 41, Sensitive and Administratively Controlled Information.

### **602 Reporting Procedures**

A. Departmental personnel who discover, witness, or have knowledge of criminal, dangerous, or unauthorized practices or conditions, or a violation of security regulations, shall immediately report the matter verbally to the appropriate authorities. In most cases this will be the security contact, although in some instances the employee may have to make direct contact with the appropriate law enforcement agency such as the Federal Protective Service (FPS), the FBI, the local police, or the Office of Inspector General (see DAO 207-10). The individual reporting an incident should make notes regarding the incident in the event security or law enforcement officials request a follow-up or written report.

1. Incidents that occur at GSA-leased, owned, or managed facilities should be reported to the responsible security contact, facility guard force, FPS police, GSA Regional Office, servicing security officer, or the servicing Administrative Support Center, as appropriate. The GSA Form 3155, Offense/Incident Report, is the standard reporting form. Copies of the form can be obtained from any GSA Regional Office or GSA building manager.

2. Thefts of weapons, nuclear materials, inherently dangerous items, or items valued over \$25,000 shall be reported immediately to the nearest office of the FBI, the nearest regional Office of Inspector General, and to the Office of Security. Incidents involving the loss or misuse of weapons will be reported immediately through the servicing security officer to the Office of Security.

B. Follow-up reports should reference the original report when an item previously reported as missing is later recovered. The report should also indicate when another agency has been notified



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of the incident.

**C.** When a theft involves material valued over \$500 or information that is classified, sensitive, protected, or otherwise critical to an activity or operation, the security contact or the facility manager will investigate the incident. The investigation report should address circumstances surrounding the incident to include who, what, when, where, and why. The security contact or facility manager will initiate the incident report by completing Form BC-1206, Security Incident Report, and forwarding a copy to the Office of Security within three working days of the date of the incident.

**D.** Servicing security officers will submit an annual report of thefts and other incidents of criminal activity to the Office of Security for the preceding calendar year by January 31. The list of thefts of materials, valued at less than \$1,000, may be provided in summary form; other thefts should be listed by date, description of material lost, approximate value, and brief description of incident.

**E.** Following an incident, security contacts may be required to provide copies of the completed GSA Form 3155, Offense Incident Report, or the information reported on such forms or memoranda to appropriate law enforcement authorities.